

Posted on: April 2, 2020
Notification about Court Filings and Deadlines

Letter from Administrative Judge Regarding Processing of Criminal and Civil Filings and Civil Scheduling Order Deadlines in The Circuit Court for Prince George's County

Questions have arisen among members of the Bar regarding Emergency Matters, Scheduling Orders, and other deadlines in Civil Actions. As you know, the Clerk of the Court has been forced to significantly reduce staff or fully close certain departments by virtue of Judge Barbera's March 25, 2020 Order. While items are being received by the Clerk via mail and through the drop box at the Commissioner's Entrance of the Courthouse, it is important to note that the Court is primarily processing and ruling on Emergency Matters, as set out in Judge Barbera's Order. I am aware that Civil pleadings are being filed daily by attorneys and litigants to remain in compliance with Civil Scheduling Order deadlines that were set prior to Chief Judge Barbera's Order, and I commend your diligence. Those non-emergency filings, however, coupled with the reduction in staff, make it difficult for the Clerk's Office to process the emergency matters being presented to the Court, and could potentially present a health risk to our employees. I would therefore request that all packages mailed, and pleadings placed in the drop box, be prominently marked as either EMERGENCY or NON-EMERGENCY on the envelope, in both Civil and Criminal cases. IF THE MATTER IS NOT SO MARKED, IT WILL BE CONSIDERED NON-EMERGENCY. Non-emergency matters would include new Complaints in Civil Actions, motions, answers, responses, notice of service of discovery, and other matters that do not require the Court's immediate attention. The Clerk's Office will date stamp all filings and they will be docketed as soon thereafter as possible. You should not expect to see recently filing matters on Case Search for some period of time or expect to have a hearing in a non-emergency matter. For non-emergency matters, please do not call the clerk's office. Your cooperation in this matter is greatly appreciated.

Please remember that, whenever possible, emergency matters should be placed in drop box. The proponent of the emergency matter should also include e-mail address and a cell phone number. If a hearing is granted it will be conducted remotely, so please download ZOOM Meetings on your laptop or smart device.

Thank you for your cooperation in these matters as we continue to socially distance and remain healthy. AS DEVELOPMENTS OCCUR RAPIDLY REGARDING THIS PANDEMIC, PLEASE CHECK THE COURTS WEBSITE FREQUENTLY FOR UPDATES ON COURT OPERATIONS.